



**Job Description: Learning Support Assistant / Mid-day Assistant**

**Responsible to: Headteacher / SENCO**

**Job Purpose**

- The post holder will be responsible for supporting children with their learning, including those with special educational needs under the direction and guidance of class teachers and the Pastoral Leader / SENCO and to provide for the social, educational and welfare needs within the school.

**Duties:**

- To support and uphold the school's vision and values
- To help children of all abilities, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups
- To run a range of interventions to support individuals and small groups
- To prepare materials and resources to support individuals, small groups and classroom activities
- To work with children on individual targets in reading, writing and maths
- To support children's emotional development and resilience when approaching learning tasks
- To support children's behaviour in line with the school's vision, values and positive behaviour policy
- To assist with children at the beginning and end of the day and in the playground as required
- To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate
- To ensure the health and safety of the children and to report any concerns or details of accidents/incidents to the safeguarding leads
- To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
- To implement and promote the school's equal opportunities policies at all times and to value diversity
- To support the school's wide range of extra - curricular activities; including helping to run a club.
- To support children at lunchtime as a midday assistant.
- To support children in extended schools club for a minimum of 2 sessions per week (am and pm).

**To support the teachers including the following:**

- To report back to class teachers and the SENCO on the progress of children in all aspects of the curriculum keeping written records as necessary
- To support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children.

- To implement strategies, programs of work and resources as laid out in Individual Learning Plans under the guidance of the SENCO and class teachers
- To assist with the planning, coordination and assessment of a child's Individual Provision Plan taking into account the recommendations and guidelines set out in the child's Educational Health and Care Plan
- To make ongoing notes and assessments of children's progress and contribute to statutory meetings such as Annual Reviews

### **General**

- To attend relevant in-service and external training as and when required
- To administer first aid or carry out simple medical procedures in line with school policy and practices
- To attend and contribute to all school meetings as directed by the Headteacher
- To develop activities to promote social interactions between pupils during break times
- To carry out any other reasonable tasks in keeping within the post as specified by the Headteacher

## **PERSON SPECIFICATION**

### **Qualifications and Training**

- NVQ Level 2 or higher
- NNEB or equivalent
- GCSE English and Maths or equivalent

### **Experience**

- At least 2 years' experience working with children under the age of 11 in an educational setting
- Some experience of supporting children with a range of special educational needs
- An understanding of nurture and how to apply this within an educational setting

### **Knowledge, and Understanding**

- Understanding of the educational welfare and social needs of children
- Working knowledge of implementing Individual Learning Plans
- Basic knowledge of ICT to effectively support the pupils (or willingness to train)
- Understanding of the issues around safeguarding and behaviour in a school setting
- A knowledge of some of the emotional, behavioural and social difficulties that may create a barrier to learning

### **Skills and abilities**

- An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development
- The ability to develop an understanding of the educational, welfare and social needs of pupils
- Proven written and oral communication skills
- Numeracy and literacy skills to effectively support the pupils
- The ability to form and maintain good working relationships with teachers, pupils and be able to work in a team

- The ability to work with a range of professionals from external agencies
- The ability to remain calm in challenging situations and to ask for help when needed

**Commitment**

- A commitment to uphold the school's vision, values and staff code of conduct
- A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
- A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner
- A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required

Signed.....

Name.....

Date.....